

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Swim School Secretary (Seasonal)

Revision Date: 02/06
EEO Function: Parks & Rec
EEO Category: Admin. Support
Status: Non-exempt
Control No:

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Swim School Supervisor & Program & Aquatics Coordinator, assist in swim school organization. Answering Phone calls, helping with paper work, scheduling private lessons and scout troop merit badges.

III. Essential Duties

- Familiar with computers.
- Good organizational skills.
- Be able to interact well with both children and adults.
- Help with swim school registration procedures.
- Field questions from parents and members concerning all elements of swim school
- Able to take over leadership responsibilities of Swim School Supervisor (due to absence)
- Assist in the preparation, distribution and enforcement of swim school rules and regulations.
- Assist with Sports Center promotion and marketing.
- Provide information to general public, private, and public agencies on Center programs.
- Monitor and supervise the swimming pool, pool area, locker rooms and hallways.
- Respond quickly and efficiently to all emergency situations.

IV. Marginal Duties

- Work as part of a team to help coordinate additional Center projects with other staff members.
- Perform other duties as assigned.

V. Qualifications:

Education/Experience: Must be 16 years of age and have marginal knowledge of computer information.

Certificates/Licenses: Must possess a valid Utah Driver's License; must have current certification in American Red Cross CPR.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Sports programs (in depth knowledge required of assigned sports); principles of recreational programming; leadership, team building and ability to be self-motivating, proper English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction. Must have ability to react responsibly in an emergency situation.

Communication Skills: Contacts requiring tact and judgement to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to

obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups; ability to enforce pool regulation in a firm manner while maintaining good public relations.

Tool, Machine, Equipment Operation: Use of a copy machine, computer, and calculator; use of specialized equipment related to the assigned activity/sport; occasional use of a city vehicle.

Analytical Ability: Organize, delegate and establish meaningful goals; design, coordinate, and implement a variety of recreation programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects; operate computer and telephone systems.

VII. Working Conditions:

Some uncomfortable working conditions due to warm weather and sun exposure; moderate mental pressure and fatigue exist during a normal work day due to working with many different people. Some evening, weekend, and holiday work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.